




City Manager/General Manager | 334 Front Street, Ketchikan AK 99901 | (907)228-5603

TRANSMITTAL MEMORANDUM

TO:	The Honorable Mayor & City Council	Initials:	
FROM:	Lacey G. Simpson, Acting City Manager	File #:	MGR25-294
DATE:	May 1, 2025	Mtg. #:	05/01/25 LOTb
RE:	Public Engagement Schedule for Proposed City Charter Amendments		

At the April 17, 2025, meeting, the City Council provided amendments to the proposed Charter language amendments developed by staff. The next step in this process per City Council direction is to seek public feedback on the proposed amendments. Staff had developed the below public engagement schedule.

- **May 16, 2025:** launch a page on the City's website dedicated to the proposed City Charter amendments. Website to include:
 - Basic information on the City Charter and link to the full Charter
 - Each proposed charter change and what/why it is being changed
 - Frequently Asked Questions (FAQs)
 - Comment submission options via email address and submission form/site
 - Facebook and print advertisements to be concurrent with webpage launch. Staff is considering a postcard or other insert directing people to the webpage to learn more and to submit comments.
- **June 3, 2025 (TBD):** public information session
 - Information on the Charter, how it is changed, and the City Council's directives
 - Receive comments on the proposed changes and collect any other Charter changes
- **June 13, 2025:** closing date for public comments via email and online submission
- **July 2, 2025:** Regular City Council meeting; presentation of comments on Charter language changes received via email, online submission, and the public information session. City Council approval of final language for Charter amendments.
- **July 17, 2025:** Regular City Council meeting; adoption of resolution to place final Charter amendments language on October 7, 2025 regular election ballot.

Staff is preparing costs associated with the above public engagement plan as well as the election and anticipate presenting these costs at the May 15, 2025 City Council meeting.